

SPRING 2007

Test Coordinator's Manual

Arizona's

*Instrument to Measure Standards
Dual Purpose Assessment • High School*

Test Coordinator's Name



**CTB
McGraw-Hill**

**AIMS DPA
AIMS HS**



Supplement for the Science Field Test

49528

Acknowledgments Photograph of saguaro cactus blooms at Saguaro National Park, Arizona (Image No. DM010862), copyright © by David Muench/Corbis. Used by permission.

 Photograph of saguaro cactus (Image No. DM012031), copyright © by David Muench/Corbis. Used by permission.

 Photograph of Monument Valley (Image No. 11093), copyright © by Bruce Burkhardt/Corbis. Used by permission.



Developed and published under contract with Arizona Department of Education by CTB/McGraw-Hill LLC, a subsidiary of The McGraw-Hill Companies, Inc., 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2007 by Arizona Department of Education. All rights reserved. State of Arizona educators and citizens may download, copy, and/or print this document, located online at <http://www.ade.az.gov>, for educational purposes only. Any other use or reproduction of this document, in whole or in part, requires written permission of the Arizona Department of Education.

Table of Contents

Introduction	1
Important Dates for the Spring 2007 Administration of the AIMS Science Field Test.	2
Responsibilities of the District Test Coordinator	2
Test Administration Schedule	2
Students to Be Tested	3
Arrangements Prior to Test Administration	3
Test Materials	4
Test Materials Required for the AIMS Science Field Test	4
District/Charter Operator Overages	5
Completing Student Information on Test Materials	5
Procedures for the Handling of Test Materials	6
Test Security	8
Contact Information	8

Figures

Figure 1:	Important Dates	2
Figure 2A:	Completing School/Group Lists (SGLs).	7
Figure 2B:	Sample School/Group List (SGL).	7

Introduction

The Spring 2007 administration of Arizona's Instrument to Measure Standards Dual Purpose Assessment (AIMS DPA) includes a science field test for Grades 4 and 8. Also, the Spring 2007 administration of Arizona's Instrument to Measure Standards High School (AIMS HS) includes a science field test for students in Cohort 2009. The AIMS science field test is to be administered in selected schools.

The AIMS DPA science field test is to be administered as the fifth day of AIMS testing within the AIMS DPA testing window. The AIMS DPA science field test is to be scheduled on one day no earlier than Friday, April 13, 2007 and no later than Thursday, April 19, 2007. All schools, within the same district or under the same charter, that are participating in the AIMS DPA science field test, must administer the field test on the same date. The AIMS HS science field test is scheduled for Thursday, April 12, 2007.

Each District or Charter Operator must designate a test coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator. The *AIMS Test Coordinator's Manual* and the *AIMS Test Coordinator's Manual Supplement for the Science Field Test* are written specifically for District Test Coordinators.

This *AIMS Test Coordinator's Manual Supplement for the Science Field Test* must be used in conjunction with the Spring 2007 *AIMS Test Coordinator's Manual*. This supplement includes information that relates to the AIMS Science field test only. The Test Coordinator's Manual provides instructions for the proper handling of all AIMS test materials. To ensure the correct administration of the AIMS Science field test, District Test Coordinators must also refer to and use the *AIMS Test Administration Directions* for the science field test.

All of the manuals listed above are available on the CD provided to District Test Coordinators at the mandatory Pre-Test Workshops held in January 2007.

Important Dates for the Spring 2007 Administration of the AIMS Science Field Test

Events	Dates
Order AIMS science field test materials using the CTB/McGraw-Hill online ordering Web site at www.ctb.com/az	December 4–18, 2006
Revise test materials order using the CTB/McGraw-Hill online ordering Web site at www.ctb.com/az	January 16–30, 2007
Attend a Spring 2007 Pretest Workshop; register online at www.ade.az.gov	January 16–29, 2007
Data Extract from SAIS for Student Bar Code Labels	February 13, 2007
Test materials and Test Coordinator's Kits delivered to districts	March 19–23, 2007 or March 26–30, 2007
Short-add window for additional materials requests (test materials and Test Coordinator's Kits)	March 28–April 4, 2007 orders must be received by 10 A.M. MST on April 4
Test administration dates	AIMS DPA: 1 day between April 13–19, 2007 AIMS HS: April 12, 2007
Eagle Global Logistics (EGL) pickup of scorable test materials for return to CTB/McGraw-Hill	April 24–27, 2007
Eagle Global Logistics (EGL) pickup of nonscorable test materials for return to CTB/McGraw-Hill	April 30–May 4, 2007

Figure 1: Important Dates

Responsibilities of the District Test Coordinator

Please refer to the Spring 2007 *AIMS Test Coordinator's Manual* for a listing of the responsibilities of the District Test Coordinator.

Test Administration Schedule

It is the District Test Coordinator's responsibility to communicate the AIMS Science field test schedule to the appropriate school and district personnel, including the Test Administrator, and to students and parents/guardians. Refer to the *AIMS Test Administration Directions* for the science field test for detailed information about scheduling the field test.

Students to Be Tested

In schools selected to participate in the AIMS DPA science field test, students in Grade 4 and students in Grade 8 will be tested. In schools selected to participate in the AIMS HS science field test, students in Cohort 2009 (generally tenth-grade students) who are also enrolled in a science course aligned with Strand 4: Life Science of the Arizona Science Standard will be tested.

Students with significant cognitive disabilities and whose current Individualized Education Plan (IEP) designates them for an alternate assessment, AIMS-A, are excluded from the AIMS science field test. Refer to the AIMS-A guidelines on the Arizona Department of Education Web site at www.ade.az.gov/standards/aims/Administering for additional information.

Field testing is **not** required of students in private placement or voucher placement schools.

Arrangements Prior to Test Administration

Arrangements for testing rooms and seating should be completed well in advance of administering the test. In most cases, the students' regular classroom will provide the most favorable testing environment. However, any room that does not crowd students and provides good lighting, adequate ventilation, and freedom from excessive noise or interruption could be considered for testing.

All visual aids displayed in the testing room which could assist students while testing must be removed or covered completely.

Seating should be arranged to provide students with comfortable seats and a smooth, hard writing surface large enough to accommodate a folded test book and an answer document. Seating should be arranged so that students are not tempted to look at the answers of other students.

During the test administration, a Test Administrator must be present in each testing room to read to students the test directions and to monitor students; and depending on the number of students in each room, additional personnel (Proctors) may be needed. The responsibilities of the Test Administrator are outlined in the *AIMS Test Administration Directions* for the science field test.

Note: Test Administrators and Proctors **must** be employees of the school.

For detailed test administration procedures and guidelines, instructions for completing student information on test materials, and test directions to be read to students, please refer to the *AIMS Test Administration Directions* for the science field test.

Test Materials

Test Materials Required for the AIMS Science Field Test

Test materials will be provided to each district according to the enrollment information provided by the district. Each carton will be clearly marked and numbered in sequence "Box 1 of 5," "Box 2 of 5," etc. The packing list will be in Box 1. The materials will be packed by school for all districts/charter representatives.

The following test materials will be distributed to each District Test Coordinator:

- ☐ a packing list;
- ☐ AIMS Science Field Test Books, numbered forms 1–5 (for each of Grades 4 and 8 and Cohort 2009);
- ☐ AIMS Science Field Test Answer Documents;
- ☐ *AIMS Test Administration Directions* for the science field test; and
- ☐ return stack cards and bands.

Each District Test Coordinator will also receive a Test Coordinator's Kit, which contains:

- ☐ a packing list;
- ☐ a cover letter;
- ☐ *AIMS Test Coordinator's Manual Supplement for the Science Field Test* (one for the district/charter operator and one for each school);
- ☐ School/Group List(s);
- ☐ Group Information Sheet(s);
- ☐ blue return shipping labels for scorable test materials;
- ☐ green return shipping labels for nonscorable test materials;
- ☐ Materials Inventory Sheets and Materials Inventory Envelope;
- ☐ School/Group List box labels;
- ☐ student bar code labels;
- ☐ student bar code label instructions; and
- ☐ student bar code Student Reference List.

The following materials are needed for each testing room and are to be provided by the schools:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers; and
- ☐ a "Testing—Do Not Disturb" sign.

District/Charter Operator Overages

The District Test Coordinator will receive a box containing extra materials equivalent to 5% of the provided enrollment. Test Coordinators are to use these materials to cover any shortages at the schools. Do not distribute extra materials to schools or Test Administrators unless needed. If schools need more materials than what are supplied in the district overage box, District Test Coordinators should refer to the Spring 2007 *AIMS Test Coordinator's Manual* for ordering instructions.

Completing Student Information on Test Materials

Refer to the *AIMS Test Administration Directions* for the science field test for detailed instructions on completing the required student identification information on the two-sided single page AIMS Science field test answer document.

While no test reports will be produced for the field test, the student demographic information that is included in the bar code label or bubbled in the demographic data grid is needed for the analysis of the field tested items.

Procedures for the Handling of Test Materials

Please refer to the Spring 2007 *AIMS Test Coordinator's Manual* for details on the procedures for the handling of all AIMS test materials. The procedures for the handling of the AIMS Science field test materials are identical to the procedures outlined in the Spring 2007 *AIMS Test Coordinator's Manual* with the following exceptions.

Group Information Sheets

Since no test reports will be produced, there is no need to divide the answer documents into teacher groups. District Test Coordinators are advised to submit all AIMS Science field test answer documents for Grade 4 from a particular school under a single GIS, all AIMS Science field test answer documents for Grade 8 from a particular school under a single GIS, and all AIMS Science field test answer documents for Cohort 2009 from a particular school under a single GIS. The teacher name coded on the GISs could simply be "Field Test."

School/Group Lists

The School/Group List for the AIMS Science field test is slightly different from other AIMS School/Group Lists. (See Figures 2A and 2B.)

Blue Scorable Return Labels

All used AIMS Science field test answer documents are to be returned in a box with a blue scorable return label. Do not mix the AIMS Science field test answer documents with AIMS DPA scorables or AIMS HS scorables or any nonscorables. Number the boxes with blue scorable labels separately from the boxes with other colored labels. Be prepared to give the total number of boxes with a blue label to the EGL driver when EGL arrives to pick-up the test materials.

Nonscorables

The nonscorable documents for the AIMS Science field test include:

- Used and unused science field test books
- Unused science field test answer documents
- Unused student barcode labels
- *AIMS Test Administration Directions* for the science field test
- *AIMS Test Coordinator's Manual Supplement for the Science Field Test*

The nonscorables for the AIMS Science field test may be boxed with other AIMS nonscorables.

The Materials Inventory Sheets for the AIMS Science field test belong in the first box of nonscorables with the other AIMS Materials Inventory Sheets.

1 Test Name(s)	The test name appears in the title block.
2 District Name	The district name is precoded.
3 School Name	The school name is precoded.
4 District Number School/Institution Number	The district and school entity numbers are precoded.
5 Contact Person Email Address Phone Number	Print the name, email address, and phone number of the individual who should be contacted at the district in the event that CTB/McGraw-Hill has questions concerning the materials returned for processing.
6 Teacher Name and Grade or Cohort	Print the teacher's name and the grade or cohort. These should exactly match the information coded on the corresponding Group Information Sheet(s).
7 Number of Students Tested	Print the number of student documents that are returned for scoring for each group. This number should match the total number for each group on the corresponding Group Information Sheet(s).
8 CTB Use	Do not write in this area.
9 Comments	Use as needed; however, there is no need to specify Special Education or Accommodation, Braille, or Large Print groups.
10 Organization Number Organization Name Testing Program District Name, SO#, CO#	Do not write in this area.

Figure 2A: Completing School/Group Lists (SGLs)

SCHOOL/GROUP LIST

1 Arizona AIMS Science Field Test

2 District Name: **DISTRICT ONE**

3 School Name: **SCHOOL ONE**

District Number: **12345**

School Number: **56789**

Contact Person: _____

5 Email Address: _____

Phone Number: _____

GENERAL INSTRUCTIONS: Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.

The School/Group list is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

TO BE FILLED OUT BY SCHOOL

8 CTB Use	6 Teacher Name <small>Please spell out teacher name exactly as bubbled on the Group Information Sheet</small>	7 Grade/ Cohort	7 Number Tested	8 CTB Use <small>Did Not Receive</small>	9 Comments

10 Organization Number: M012345 SO#: 60123 Testing Program: 001

Organization Name: **Arizona AIMS Science FT SP2007** District Name: DISTRICT ONE

CO#: 00

CTB McGraw-Hill

Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTB/McGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy official at privacyofficer@ctb.com or call 831.393.6207. If you would like more information on The McGraw-Hill Companies Customer Privacy Policy, please visit <http://www.mcgraw-hill.com/privacy.html>.

Figure 2B: Sample School/Group List (SGL)

Test Security

Test Security requirements for AIMS field tests, including the use of the Test Security Agreement, are the same as for all other AIMS testing. Refer to the Spring 2007 *AIMS Test Coordinator's Manual* for detailed test security information.

Contact Information

Questions regarding the **administration** of the AIMS science field test should be directed to:

Samantha Whittle
State Test Coordinator
Phone: (602) 542-5345
Email: Samantha.Whittle@azed.gov

Questions regarding **materials** for the AIMS science field test should be directed to:

Arizona Help Desk at CTB/McGraw-Hill
Phone: 1-888-630-9145
Email: ArizonaHelpDesk@ctb.com

Questions regarding **pickup of materials** for the AIMS science field test should be directed to:

Eagle Global Logistics
1-800-470-0755*

*When contacting Eagle Global Logistics (EGL), specify that you are calling about the CTB pickup for the Arizona AIMS program.

CTB/McGraw-Hill
20 Ryan Ranch Road
Monterey, California 93940-5703
800.538.9547 | www.ctb.com



The McGraw-Hill Companies